

Classification

Approved For Release 2006/09/25 : CIA-RDP75-00399R000100120050-9

CONTROL NO.
OL/SD/ ☐ MFB

STAT

PREPARE IN DUPLICATE

1. TITLE OF REPORT (if a fill-in report include Form No.)

Destruction

2. TYPE
OF
REPORT☒ STATISTICAL☐ NARRATIVE☐ MACHINE-NAME LISTING

3. FUNCTIONAL AREA

☐ PERSONNEL☒ LOGISTICS☐ MEDICAL☐ TRAINING☐ SECURITY☐ FINANCE

ADMIN. GENERAL

OTHER (specify)

4. NO. OF COPIES PREPARED

Form

3

5. FREQUENCY (weekly, monthly, quarterly, etc.)

Monthly

6. DISTRIBUTION (No. of components not
number of copies)

2

7. FORMAT (memorandum, form
computer print-out, etc)

8. ADP PROCESSING

☐ YES

IF YES GIVE ADP PROCESSING NO.

☒ NO

9. DIRECTIVE AUTHORITY REQUIRING REPORT

DDS/SSS/RAB

10. PREPARING COMPONENT (include lowest level
contributing information to report)

Materiel Facilities Branch

11. FEEDER REPORTS (State total number and identify by Title,
Form No., or nomenclature. Attach separate sheet if necessary.)

12. COST FACTORS

A. MANUAL PREPARATION AND REVIEW COSTS

GRADE	HOURLY RATE	<input checked="" type="checkbox"/> HOURS PER REPORT	=	COST PER REPORT	<input checked="" type="checkbox"/> TIMES PREPARED	=	COST PER YEAR
GS-14	10.00	1/2		5.00	12		60.00
GS-5	3.15	1		3.15	12		37.80

B. COSTS OF COMPUTER PRODUCED REPORTS

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TOTAL COSTS PER YEAR

97.80

13. COMPLETE DETAILED JUSTIFICATION FOR THIS REPORT (in addition to directive or authority cited in Item 9). IF KNOWN,
INCLUDE DATE REPORT WAS FIRST STARTED AND COMPONENT WHO ESTABLISHED REQUIREMENT.

To comply with Agency programs to report destruction of record material

14. FUTURE GOALS

GOAL PROPOSED BY COMPONENT FOR THIS REPORT

ESTIMATED SAVINGS

☒ RETAIN AS IS ☐ OTHER (explain)
☐ CHANGE
☐ DISCONTINUE

MAN-HOURS

DOLLARS

STAT

16. DATE OF INVENTORY

17. NAME AND TITLE OF PERSON FURNISHING INFORMATION

18. EXTENSION

28 Sept 70

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